



AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYD-15-01

Re-Advertisement

OPEN TO: All interested candidates

POSITION: Information Assistant, FSN-6105-08, HYA-730002, Personal Services Agreement)

OPENING DATE: January 28, 2015

CLOSING DATE: February 11, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-06
Ordinarily Resident (OR) - Grade: FSN-8*
*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate in Hyderabad is seeking an individual for the position of **Information Assistant** in the Public Affairs Section.

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

BASIC FUNCTION OF POSITION

- The Information Assistant (Webmaster/Social Media Coordinator) supports and contributes to the efforts of the U.S. Consulate General Hyderabad Public Affairs Section (PAS) to promote Mission Strategic Goals by disseminating information through the Consulate website, social, and other new media platforms. The information shared will be primarily in English, however the Information Assistant will seek opportunities to place translated material in Telugu and Urdu on the Consulate website and other social/new media platforms.
- As Webmaster and Social Media Coordinator for the Consulate, the Information Assistant ensures that post's website accurately reflects the activities of the Ambassador and Consul General, U.S. government visitors, consular information, security information, and human resource information, and other post-approved operational issues of public concern.
- S/he liaises with Washington to troubleshoot and fully utilize the Department of State-designed website template. S/he also manages the Consulate's social media posture, to include generating, identifying, or formatting content on post's various social media platforms to reflect American culture, society, economics, and politics in ways that advance U.S.-India bilateral cooperation. S/he captures and selects photographs/videos that illustrate to the public Consulate/Mission activities and bilateral cooperation themes.
- Social Media Coordination:
The incumbent manages U.S. Consulate General Hyderabad's social media presence and ensures that its content is timely, accurate, professional, and advances the U.S. government policies and objectives. Specific subtasks include, but are not limited to generating original social media content, monitoring activity on the Consulate's social media platforms and responding to user comments and questions, and analyzing usage statistics to assess the success of online outreach activities, monitoring the development and growth of other emerging and evolving social media platforms and identifying and replicating trends and successful online media campaigns from other sources, coordinating with colleagues from the Public Affairs Section, as well as other offices in Consulate General Hyderabad and Mission India to design, pitch, and implement creative social media campaigns that allow post to interact with participants in multiple locations, and conceptualizing and implementing "live" events with or to expand the Consulate's online audience and broader contact base.
- Webmaster:
The incumbent coordinates timely updates to the Consulate's CMS website as relevant to policy developments, Mission events and activities, U.S. government visitors, consular, security, and human resource information, and other post-approved operational issues of public concern. The incumbent also facilitates office-based and/or American Corner based participation in PAS-related Digital Video Conferences (DVCs), Co.Nx webcasts, Google Hangouts, through online events, including Consulate-sponsored activities, virtual gatherings such as Consulate- or Department-hosted Webcasts, online discussions, and contests or

surveys and other electronic communication.

- **Photography/Videography:**

The incumbent is expected, and should have the technical capacity, to produce and manage high-quality photographic images and video footage suitable for online posting and use in other Consulate/Mission publications. When appropriate, the incumbent develops and posts videos featuring Consulate events, speeches by the Ambassador, the Consul General, and/or other Mission representatives and guests.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Education:** A bachelor's degree in the political science, economics, psychology, sociology, journalism, international relations, public relations/media studies, or information technology is required
- Prior work experience:** Two years of previous work experience in digital media or public relations is required. Proven experience with high-quality digital photography is also required.
- Language Proficiency:** Level IV English (speaking, reading and written) AND Level IV Telugu or Urdu (both spoken and written) required. **Language skill levels will be tested.** Applicant should be able to accurately translate English language information into Telugu or Urdu for posting on the Consulate's social media platforms as needed.
- Job Knowledge:** Incumbent must be an "experienced" internet user, with demonstrated facility in a professional setting, and be proficient in the use of social media platforms such as Facebook, Twitter, YouTube, Instagram, blogs, and online discussion fora. Experience with website design is preferred, but not required. Incumbent should present and demonstrate evidence of photographic skills at the time of the interview.
- Skills & Abilities:** Incumbent must be able to work well both independently and on teams, exercise sound judgment, use initiative and creativity. Must have the skills to quickly write grammatically accurate, engaging, and concise posts, tweets, captions, and online articles in English and Telugu or Urdu, even if about subjects that do not immediately appear interesting to the average social media consumer. Must be proficient in the Microsoft Office Suite, particularly Outlook, Word, PowerPoint and Excel.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website <http://hyderabad.usconsulate.gov/jobopportunities.html> **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U. S. Consulate General,
Human Resources Office
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad - 500003.

or

FAX: 4033-8301

or

E-mail: Hyderabadvacancies@State.gov

Please insert 15-01 (Vacancy Announcement Number) in the Subject of the E-mail Hyderabadvacancies@State.gov. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

CLOSING DATE FOR THIS POSITION: (February 11, 2015)

The U.S. Mission in Hyderabad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age,

disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Clearance: PAO: G Singh
Approved: MO: L Moeller
Drafted: HR: S Thuniki